



SAINT CHARLES PARISH
Department of Planning and Zoning
P.O. Box 302 (14996 River Road) • HAHNVILLE, LOUISIANA 70057
(985) 783-5060 • (985) 783-5000 • FAX (985) 783-6447

APPLICATION FOR
RENOVATION/ALTERATION PERMIT

REV 10 2014

PERMIT # _____	DATE REQUESTED _____
RECEIPT # _____	COUNCIL DISTRICT _____ ZONING DISTRICT _____
FLOOD ZONE _____ BFE _____	DFIRM _____ WIND ZONE _____
(OFFICE SECTION)	

CONSTRUCTION ADDRESS: _____

APPLICANT: _____ PHONE # _____

MAILING ADDRESS: _____ E-MAIL _____

PROPERTY OWNER(S): _____ PHONE # _____

MAILING ADDRESS: _____ E-MAIL _____

CONTRACTOR: _____ LIC. # _____ PHONE # _____

MAILING ADDRESS: _____ E-MAIL _____

ELEC. SUB-CON: _____ LIC. # _____ PLUMBING SUB-CON: _____ LIC. # _____

HVAC SUB-CON: _____ LIC. # _____ (license req. for projects exceeding \$10,000. This includes material & labor)

SUBDIVISION : _____ LOT #: _____ SQUARE/BLOCK #: _____

TYPE OF WORK: CHECK ONE

_____ **COMMERCIAL RENOVATION** (fee includes required trade permits) Value of job: _____

Renovation sq. ft. _____ Number of stories _____ Total sq. ft. of structure _____

_____ **RESIDENTIAL RENOVATION** (trade permits require additional fees) Value of job: _____

Renovation sq.ft. _____ Number of stories _____

Existing living sq. ft. _____ Existing Accessory sq.ft. _____ Total sq.ft. _____

DETAILED DESCRIPTION OF ALL WORK TO BE PERFORMED: _____

CHECKLIST FOR OBTAINING PERMIT:

_____ 1. Act of sale and/or deed to property

_____ 2. Detailed description of work to be performed with drawings which include dimensions, door and window size/placement, electrical, plumbing, mechanical, foundation work, roof material, insulation ect.

_____ 3. Contract from a Portable Sanitary Facility Vendor (if applicable).

_____ 4. Contract for construction debris removal (if applicable)

_____ 5. **Commercial renovations require**; one set of stamped construction drawings and one digital copy indicating any structural alterations.

_____ 6. State Fire Marshall approval for **life safety** (commercial/industrial renovations) if applicable (504) 568-8506.

_____ 7. Health approval, if applicable call (985) 764-4376

_____ 8. Sewer permit, if applicable call (985) 783-5100 for a determination.

_____ 9. Site plan approval, if required. (renovations for change of use, vacancy more than 6 months, ect)

_____ 10. Permit, plan review and inspection fee paid in full. check/money orders only

Permitting Process Summary

- **A complete application with all required documentation must be submitted and fees paid for by check or money order.**
- The application and building plans will be sent to the Building Official for review and approval according to the International Building Code (as amended).
- Dept. of Public Works will calculate any Sewer Development fees which must be collected prior to issuance of a permit.
- A St. Charles Parish Planner shall review the commercial proposal for compliance with Parish Zoning Regulations.
- The Planning Department will contact the applicant upon permit approval.
- The applicant shall sign the Construction Permit which will be issued by Planning Department with a copy of the approved Construction Plan Review, notations and a Construction Placard.
- Applicant shall **post the Construction Placard** where it is visible from the street.
- After obtaining the Construction Permit the Applicant can proceed with installing the temporary electrical service and **call South Central Planning & Development Commission (SCPDC) at 985-655-1070** for the inspection and release of power (if required for renovation).
- Upon completion of the project a final Certificate of Compliance (COC) inspection by South Central Planning & Development Commission and approval of the Parking and Landscaping by P&Z is required
- Submittal of all required documents/approvals (Fire Marshal, DHH, Sewer, and Drainage, ect.)
- A Change of Occupancy/Use permit may be required if renovation is intended for a new occupant or use.

I/WE HEREBY AGREE THAT ALL WORK PERFORMED WILL BE IN COMPLIANCE WITH THE PRESCRIBED ADOPTED CODES OF THE LOUISIANA STATE UNIFORM CONSTRUCTION CODE AND UNDERSTAND INSPECTIONS ARE REQUIRED AT VARIOUS STAGES OF THE PROJECT. INSPECTION SCHEDULING AND ANY QUESTIONS RELATED TO BUILDING CODE SHALL BE TO SOUTH CENTRAL PLANNING COMMISSION AT 1-985-655-1070.

OWNER SIGNATURE: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

PERMIT SECTION SIGNATURE: _____ DATE: _____

FEE AMOUNT PAID (LIST) _____ DATE: _____

PERMIT TYPE	PERMIT FEE	PLAN REVIEW AND INSPECTION FEE
Residential Renovation <i>less than</i> \$5000 value (additional fees for required trade permits)	\$25	\$60.00 (one inspection included)
Residential Renovation value <i>between</i> \$5,001-\$10,000 (additional fees for required trade permits)	\$25	\$80 (two inspections included)
Residential Renovation <i>greater than</i> \$10,001 value (additional fees for required trade permits)	\$25	\$160 (2)
Commercial Renovation (trade permits included)	\$0.60 / \$1,000 value* - \$200 minimum	\$2.40 / \$1,000 Value* - \$200 minimum (12)
Institutional Renovation (trade permits included)	\$0.60 / \$1,000 value* - \$200 minimum	\$2.40 / \$1,000 Value* - \$200 minimum (25)

In order to determine the permit fee a valid Construction Contract with the project valuation must be submitted with all new Commercial Building, Commercial Storage, Commercial Renovation, New Institutional and Institutional Renovation permit applications. When (i) no contract is available or (ii) the result is a lower total fee, the Building Official may use \$0.12 per square foot for permit fee and \$0.48 per square foot for plan review and inspection fees for these types of permits. The minimum permit fee and minimum plan review and inspection fee, as expressed in (a) above, shall apply

Construction Debris Removal Form (Per Ord. # 13-10-7)

Date:_____

Project location:_____

Choose one of the following:

☐ **Container:** I agree to provide a contract with a commercial container provider during the duration of the construction project. The container will be placed within the property boundaries and not interfere with vehicular sight lines. The container will be hauled to a State permitted disposal site.
Container Provider name:_____
Debris hauling contract provided_____ (Initial Planning Dept.)

☐ **Daily haul off:** I agree to contain all construction debris in an approved container which will be hauled off **daily** to a State permitted disposal site during the duration of my commercial, residential or renovation project.
Debris vendors name:_____
State permitted disposal site: _____

☐ **Minor residential:** I agree to dispose of all debris in a container which can be readily picked up by the garbage service.

I have read the following penalties involved with violating Ord. 13-10-7:
Failure to contain or haul off debris in accordance with agreement by any person or commercial vendor shall be convicted of a misdemeanor and violators upon conviction will incur penalties as defined in State Revised Statutes 14:100.1, penalty fine of not more than five hundred dollars (\$500.00) and/or imprisoned for not more than six (6) months, or restitution of costs incurred by the Department of Public Works as determined by the court for each offense.

Signed:_____ Date_____

Approved : _____(Planning Dept.)